

Brabazon is looking for a full-time Purchasing Assistant in our Green Bay office.

You will serve as a point of contact for all internal and external communications involving purchases. This person is responsible for the ordering of materials, supplies, and /or equipment, and the follow through with vendors on shipment and delivery.

This job is for you if you:

- Want fulfilling work that allows you to help provide a great customer experience
- Have a talent for reasoning and logical thinking to come up with solutions
- Are meticulous about being accurate and thorough
- Enjoy working in an energetic and professional yet casual environment

Minimum Requirements:

- A minimum of 1 year of relevant experience – preferably in an industrial or manufacturing environment
- 2-year Associate Degree in Business Administration
- Problem-solving skills that include reasoning ability and logical thinking skills.
- Intermediate skills in Microsoft applications: Word, Excel, and Outlook

You will be successful in this role if you:

- Are self-motivated and a team player
- Have excellent organizational skills with attention to detail
- Hold yourself to high standards of accountability to the team and to the customers
- Can effectively communicate with people both inside and outside the organization

Your daily work in this role will include:

- Set up part numbers in the purchasing system.
- Adjust inventory in the system to reflect accurate numbers.
- Order part(s) for internal and/or external customers. When receive order confirmation, verify the part ordered, quantity, and shipping to correct location.
- Confirm with internal and/or external customers the part that was ordered was received.
- Confirm with the vendor they received the order.
- Update cost/pricing when vendor notifies us of the change.
- Replenish branches with stock items and parts for service orders.
- Cycle count each branch on a weekly basis to ensure accurate inventory.
- Run the expedite weekly report from the system weekly to determine what parts have not been received by the vendor.
- Create, update, and manage the bin location in the warehouse for part(s) not used during maintenance or returned.
- Create and obtain part(s) returns paperwork. Then, verify the item(s) have shipped.

As you progress in this role, there is the potential for additional functions that provide opportunities for personal growth and development. Our goal is to provide a challenging and motivating work experience for all our team members.

At Brabazon, you are part of a family. Owned and operated by family since the beginning, we want to preserve that supportive family feel for everyone on the team. We value and care about our team members. We respect everyone's need for work-life balance, because we too have important personal and family responsibilities. We strive to be owners who are down-to-earth and approachable. We work right alongside our team members, doing our part like everyone else so that we as a team can meet the needs of all the customers who are depending on us.

We are proud of and passionate about:

- Being a team of experts in our industry who always put the customer first
- Having a growth mindset, continually innovating and utilizing up-to-date technology
- Ensuring a friendly, respectful and safe work environment that emphasizes team collaboration

Benefits you will receive include health, dental, vision, life and disability insurance, flexible spending account, PTO, holiday pay, and a 401(k) program.